

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HQUSACE Military Construction-In-Progress (CIP) Fund Accounts

1. References:

a. Memorandum, CEMP-MP, 7 Dec 95, subject: Preparation of Government Purchase Orders for Military Programs Projects. (Encl 1)

b. E-mail from James W. Dahlen to John Byrne, CEAO, 9 Apr 97, subject: Military CIP for HQUSACE. (Encl 2)

2. The purpose of this memorandum is to periodically remind HQUSACE Program Managers/Fund Managers, who issue Government Purchase Orders (formerly known as Military Interdepartmental Purchase Requests (MIPR), DD Form 448), to financially closeout accounts upon completion of construction projects and to process CIP cost transfers from HQUSACE general ledger accounts in a timely manner.

3. All HQUSACE Program Managers/Fund Managers should be instructing execution agents (Government Order recipients) to notify them immediately when construction has been completed, provide a completed DD Form 1354 signed by the customer, return any excess project funding, and financially closeout the project account(s). Program/Fund Managers should immediately notify CEHEC-RM-F to revoke any excess funds, closeout project accounts, and make appropriate CIP transfers from the general ledger. Receipt of the DD 1354 validates that beneficial occupancy has occurred, facility has been accepted by the user, and that capital costs will now be accounted for in the customer's real property books.

4. The instructions provided in reference 1a above remind each manager what the minimum input data requirements are for government orders, so CEHEC-RM-FMR can properly classify the government order as "expense" or "CIP." During past reviews, we have found many funding activities in the CIP general ledger that were not construction (capital cost) related and should have been "expensed." Accounting questions on CIP should be addressed to Ms. Marie Riddick, CEHEC-RM-FM, at (703) 428-7944.

5. The Audit Office (CEAO) has provided a current listing (reference 1b) of active (on-going work) and inactive HQUSACE CIP fund accounts for your review. Those CEAO query program listings that look at project CIP accounts with greater than 90 percent spent and less than 3 percent spent or had no activity in the current fiscal year are the accounts that are the most likely candidates for closeout and/or in need of CIP cost transfers.

30 MAY 1997


CEMP-MP (415)

SUBJECT: HQUSACE Military Construction-In-Progress (CIP) Fund Accounts

6. The HQUSACE CIP accounts with dormant activities have been significantly reduced each year since the auditors identified this problem. Keep up the good work. If you have any questions contact David Lee, CEMP-MP, at 761-8994 or Phil Blount, CEMP-CM, at 761-1267.

FOR THE DIRECTOR OF MILITARY PROGRAMS:

Encls
(Encl 2 removed)


PHILLIP T. CAMPBELL
Colonel, Corps of Engineers
Executive Director
Directorate of Military Programs

DISTRIBUTION (Offices that have current or had past accounts in the CEAO listing):

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07 DEC 1995

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Preparation of Government Purchase Orders for Military Programs Projects

1. Reference is made to Memorandum, CEMP-MP, 18 Apr 95, subject: Preparation of Military Interdepartmental Purchase Request (MIPR), DD Form 448, for Military Programs Projects.
2. Internal audit reviews of HQUSACE Construction-in-Progress (CIP) general ledger accounts have continued to reveal work/project accounts that are complete (dormant transactions) except for project closeout, including **CIP transfer actions and the omission of design (P&D) costs on the DD Form 1354**. These closeout actions have been a USACE-wide material weakness that we must continue to closely monitor and ensure transactions are done in a timely manner.
3. This guidance updates the information provided by the above reference to the new terminology used in CEFMS. Specifically, the enclosed instructions for Program/Fund Managers identify the minimum data requirements necessary for input on Government Orders (formerly MIPRs/DD Form 448) to prevent future CIP problems. This is in addition to the CEHEC-RM-S financial accounting requirements as detailed in Chapter 21, "Government Orders," from their CEFMS Business Process Guidance (BPG) for HQUSACE.
4. Program/Fund Managers at HQUSACE are responsible for notifying CEHEC-RM-FMR when creating work items for Military Programs construction projects to identify the appropriate category to classify the government order - "expense" or "CIP asset."
5. If you have any questions regarding this action, please contact Mr. Phil Blount, CEMP-CM, at 761-1267 or Mr. David Lee, CEMP-MP, at 761-8994.

Encl



OTIS WILLIAMS
Colonel, Corps of Engineers
Executive Director
Directorate of Military Programs

ENCL 1

017 DEC 1995

CEMP-MP (415)

SUBJECT: Preparation of Government Purchase Orders for Military Programs Projects

Distribution:

CEMP-ES

CEMP-EM

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CEMP-RI

CF:

CEMP-ZC

CEHEC-RM-F

CEMP-C

CEMP-E

CEMP-M

CEMP-R

CERM-FM

CEMP-CM

CEAO

Construction-In-Progress (CIP) Government Order **Instructions for HQUSACE Program/Fund Managers**

In addition to financial management directions**, Government Order remarks must contain the following types of descriptive data as a minimum for Military Programs projects:

#1. SUBJECT: Project Identification (e.g., FY 95 MCA PN 0123456 Child Development Center, Ft. Buchanan, Puerto Rico or FY 95 MCA PN 0123456 Development of Design Standards & Criteria for . . . , etc.).

#2. PURPOSE: Funds in the amount of \$ _____ are authorized for _____ (description of work such as design, construction, etc.) of the subject project. Add the following note for projects authorized for construction: A copy of each completed DD Form 1354, "Transfer and Acceptance of Military Real Property," shall be provided to the HQUSACE POC identified below ("Interim DD Form 1354" at BOD/physical completion when the facility is turned over/accepted (signed) by the Customer and adjusted appropriately when the "Final DD Form 1354" is provided upon financial completion) for identification of the capital assets to be transferred out of the HQUSACE CIP general ledger account. This CIP transfer occurs each time the HQUSACE POC provides a copy of the DD Form 1354 to CEHEC-RM-F.

or

(Alternate) #2. PURPOSE: Funds in the amount of \$ _____ are authorized for _____ (description of work for services not leading to construction such as development of design standards and criteria, environmental restoration remediation work, etc.). Note for CEHEC-RM-F: This work should be expensed because it is not a capitalized cost item for the HQUSACE CIP general ledger account.

#3. HQUSACE POC for this action is (Name) _____, (Office symbol) _____, at (Phone #) _____ and Fax # _____.

** See attached CEHEC-RM-S Business Process Guidance (BPG), Chapter 21, dated 26 Sep 95, which contains policy and preparation instructions for issuing government orders as required by AR 37-1, Army Accounting and Fund Control, dated 30 Apr 91.

CHAPTER 21

GOVERNMENT ORDERS

CEFMS - *A Move into the Future*

CEFMS BUSINESS PROCESS GUIDANCE FOR HQUSACE

CHAPTER 21 - GOVERNMENT ORDERS

1. Purpose.

This Business Process Guidance (BPG) outlines the procedures to be followed to prepare a government order to request goods and services. Information is included to create, approve, amend and view a government order PR&C and how to change information in an uncertified PR&C.

2. Required Access Permissions.

Any individual may prepare (originate) the request provided proper permissions have been established. The individual preparing the request for goods or services must have Originate PR&C (ORIG PR&C) in Screen 10.1. Also, the individual must be given authority by the "responsible employee" to originate a PR&C citing the funding work item.

Your Directorate/Separate Office determines who may approve the request. The individual approving the request must have Approve PR&C (APRV PR&C) in Screen 10.1. Also, the approver must be given authority by the "responsible employee" to approve a PR&C citing the funding work item.

3. Electronic Signature Requirements.

The approver of the PR&C must have electronic signature capability.

4. Document Flow.

- o The government order PR&C for goods and services is originated.
- o The approver signs the PR&C after ensuring information is valid and appropriate.
- o If property is being ordered, the document is passed to APPMS for logistics approval by CEHEC-ZP.
- o After all approvals, the document is available for F&A certification to commit the funds.
- o It is the responsibility of originator, approver or technical POC to mail the certified government order to the performing activity.
- o Upon receipt of the acceptance document from the performing activity,

the obligation will be recorded in CEFMS by HECSA F&A Branch.

o As bills are received against the government order obligation, HECSA F&A Branch will enter the bills and certify them for payment.

5. Screen Navigation.

CREATE GOVERNMENT ORDER PR&C

From the MAIN MENU (Screen 1.2), select:

- | | |
|------------------------------------|-------|
| 3 - FINANCIAL MANAGEMENT FUNCTIONS | Enter |
| 5 - FINANCIAL MANAGEMENT | Enter |
| 4 - REQUEST FOR GOODS AND SERVICES | Enter |
| 4 - GOVT ORDER PURCHASE REQUEST | Enter |

You will be at Screen 2.34.

- | | |
|--------------------------|--|
| QUERIED/NEW AMENDMENT NO | Should be at zero when originating a purchase request. Press Enter. |
| AMEND DATE | Automatically populates, press Enter. |
| TARGET OBLIGATION DATE | Enter the date of expected obligation of funds or leave blank. Press Enter. |
| REQUESTING ORGANIZATION | Enter the organization code of the organization requesting the goods or services. Press Enter. |
| ORGANIZATION ISSUED TO | Enter the organization code of the organization to which the order will be sent. If unknown, press F4 to display list of codes. Execute an F2/F3 query on the NAME field to find the code. Arrow Down to place cursor on desired organization and press Enter to pull code back into government order PR&C. If you are unable to locate an organization, contact the POC for MIPR Addresses in Appendix A. |

Press Enter to advance to screen 2.34.1.

TECHNICAL POINT OF CONTACT

Enter the ID NO of the individual at HQUSACE to be contacted for additional information about the government order. If ID NO is not known, press F4 and execute an F2/F3 query.

**FINANCIAL POINT OF CONTACT
ID NO**

Enter the ID NO of the individual in the HECSA F&A Branch which will certify the government order PR&C. If the name of the certifier is not known, contact your Budget POC. To find the ID NO, press F4 and execute an F2/F3 query. Note: Populating this field does not determine who must

certify

the PR&C. Only the "responsible employee" may designate who may certify based on guidance from the Finance and Accounting Officer.

Press Page Down to enter remarks. This area may be used to provide detail information to the performing activity that would facilitate the processing of the order.

Press Ctrl-F2 to move to Screen 2.34.2.

GOVERNMENT ORDER TYPE

- E** Economy Act Order. This type is the most commonly used. Basically, it requires the performing activity to obligate the funds before expiration of the appropriation cited on the government order.
- P** Project Order. This type allows the performing activity to obligate funds beyond the expiration date cited on the government order. It may be used only under specific circumstances as described in AR 37-1.
- S** Service Order. This type is similar to a Project Order. However, it is rarely used.

ORDER EXPIRATION DATE

Enter the date the funds will no longer be available for the performing activity to obligate. This field defaults to the end of

the current fiscal year, but may be changed. The funds for most orders issued by HQUSACE expire at end of the fiscal year.

PAYING OFFICE

This field is automatically populated with the organization code of HECSA F&A Branch. HECSA F&A Branch pays all bills for HQUSACE government orders. Press Enter.

You will be taken to Screen 2.34 to enter standard remarks for the government orders purchase requests. Press F4 to see a list of available standard remarks. Arrow Down to place cursor on desired code. Press Enter to pull code back into standard remarks screen. Additional standard remarks may be selected if needed. To add a standard remark to the pick list, contact the POC for Data Manager Screens as identified in Appendix A.

Press End to commit. The PURCHASE REQUEST NO will automatically populate. Make note of the PR&C NO to assist with printing and future queries.

From the PURCHASE REQUEST CREATE/UPDATE SCREEN (Screen 2.34), press Ctrl-F1 to create line items. Create a separate line item for each type of goods or service to be ordered.

LINE ITEM NO

Enter 1 for first line item. Press Enter.

S&A ON LINE ITEM NO

Leave blank, press Enter.

LINE ITEM DESCRIPTION

Enter brief description of goods or services being ordered. For issuance of a direct fund cite, begin line with DIRECT FUND CITE -. See Chapter 23 for more information about direct fund cites.

METHOD OF ACCOMPLISHMENT

The method of accomplishment is automatically populated based on the performing activity. The form skips to the ORDERING WORK ITEM field.

ORDERING WORK ITEM

Enter the authorized work item where the cost is to be recorded. Press Enter. You may use the F4 list query for the work item.

REQUIRED DELIVERY DATE

Field is automatically populated with today's

date. Change the date to reflect when the performing activity should provide the goods or services. Press enter.

DELIVER TO ID

Enter the ID NO of individual to which the goods or services are to be delivered. This is usually someone in the ordering organization. If unknown, press F4 and execute an F2/F3 query. Enter to select.

OFC SYM

This automatically populates with the office symbol of the individual identified in the DELIVER TO ID. Form skips to SHIP TO.

SHIP TO

For goods, enter W240000. For services, leave blank. Press Enter.

You will be at Page 2 of the Line Item Screen 2.36.1.

FUND WORK ITEM

You must use F4 to select the appropriate funding account to be charged. Care should be taken to select the correct funding account if more than one exists. More than one funding account exists if a down arrow (v) follows the number 1 in the count field located in the lower left corner of the screen. Arrow down to select the correct funding account and press Enter.

All fields that pertain to funding will populate when you choose your funding work item. The cursor will be at the RESOURCE code field.

RESOURCE

For government orders requesting purchase of property, enter GOVORDPROP. Press Enter. For government orders for services enter GOVORDSERV. Press Enter.

EOR CODE

Use the F4 list to select an EOR. EORs are tied to the resource code. If an EOR is not available, contact your data manager as identified in Appendix A. Select the EOR, press enter to pull the EOR back into the PR&C. Also, if you know the EOR, you may

type it directly in the EOR CODE field, then press Enter.

WORK CAT

You must choose the work category from the F4 list. Use F2/F3 to query. For government order PR&Cs citing Civil or Military funds, choose the work category/work category element combination of your Directorate/Separate Office. Government order PR&Cs citing Revolving Fund normally select work category ALLOEX with work category element MIOEX. However, capital asset or automation acquisition work categories may apply. Reference Chapter 32 for more information regarding work categories and work category elements. After locating correct code, press Enter to select.

WORK CAT ELEM

This field automatically populates with the work category element when the work category is selected.

HAND REC ACCT

For goods, enter the hand receipt account number of the individual who is responsible for the specific property being requisitioned. If unknown, use F4 list. Contact CEHEC-ZP if you are unable to locate a code for the individual. For services, leave blank. Press Enter.

COST TYPE

Automatically populates. Form will skip to next field.

FOREIGN CURR

Leave blank, press Enter.

S&A RATE TYPE

Leave blank, press enter.

You will be at Page 3 of Line Item Screen 2.36.2.

UNIT OF MEASURE

Enter the unit of measure or use the F4 list to select. Press Enter.

QTY

If JB, LS or LT was entered for unit of measure, form will skip QTY field. For other units of measure, enter the quantity to be purchased.

UNIT PRICE

If JB, LS or LT was entered for unit of measure, form will skip UNIT PRICE field. For other units of measure, enter the unit price of the item to be purchased.

AMOUNT

If JB, LS or LT was entered for unit of measure, enter the amount. Press Enter. For other units of measure, the form will automatically calculate the amount.

Press End to commit. Note that when the screen populates, the amount of funds for this line item has been subtracted from the AMOUNT AVAILABLE FOR REQUEST.

If you do not have additional line items to create, press Ctrl-F10 to return to menu. To create a new line item, Page Up twice to return to Screen 2.36, press F9 and repeat these procedures starting with LINE ITEM NO above. TIP: To create a new line item without having to retype information, press F7 after pressing F9. A new line item will be created by duplicating the previous line item. Enter the next line item number. Make the necessary changes to each field. Press End to commit where required.

After all line items have been entered, the PR&C is now ready for approvals. To facilitate the approval process, make note of the PR&C NO before pressing Ctrl-F10 to return to menu.

The PR&C may be cancelled at any time prior to certification. However, only the approver can cancel the document. See instructions below under APPROVE GOVERNMENT ORDER PR&C. Once certified, an amendment must be prepared to reduce the PR&C line item amounts to zero. See instructions below to AMEND GOVERNMENT ORDER PR&C.

APPROVE GOVERNMENT ORDER PR&C

An individual may approve a PR&C only if he or she has been given authority to do so by the funding work item responsible employee. At the time of approval, the approver is indicating that appropriation time and purpose requirements have been

met. Accordingly, the approver must ensure the information entered by the originator is valid/appropriate for the appropriation(s) cited, and will be obligated within the time required by the appropriation. The approver should press Ctrl-F3 to review the funding account for fund availability. Check amount in AVAILABLE FOR CERT field. By reviewing the funding account, delays resulting from disapproval by the F&A certifier will be avoided.

From the MAIN MENU (Screen 1.2), select:

3 - FINANCIAL MANAGEMENT FUNCTIONS	Enter
5 - FINANCIAL MANAGEMENT	Enter
4 - REQUEST FOR GOODS AND SERVICES	Enter
11 - PR APPROVAL/CERTIFICATION	Enter

You will be at Screen 2.35.

Use F4 list to select the PR&C to be approved. Only those PR&Cs available to the approver will be listed. If the PR&C does not appear or cannot be retrieved, view the PR&C status to ensure that it has not already been approved. Follow instructions below for VIEW GOVERNMENT ORDER PR&C STATUS.

PURCHASE REQUEST NO

Ensure that the document on the screen is the one to be approved. Use the Ctrl-Function keys listed on the screen to review the document. Approver must ensure that all the information for the PR&C is correct. After reviewing the document, press F10 to return to Screen 2.35. Press Enter.

RELEASE DATE

Use date populated by the system. Press Enter.

HAVE APPROPRIATION TIME AND PURPOSE REQUIREMENTS BEEN MET?

Options: Y

Press End to commit. This approves the PR&C. The document becomes available for HECSA F&A Branch to certify the document. At this point, only the approver may change information in the document. However, if the approver makes any changes to the PR&C, the PR&C must be reapproved.

Once certified, changes cannot be made to the PR&C. An amendment will be required.

- D Press Shift-F5 and End to commit. This deletes/cancels the document. The PR&C will be cancelled and funds are returned to the funding account. The document cannot be retrieved to make changes.
- F10 Exits document without action. Both the originator and approver may make changes to the document.

CHANGE INFORMATION IN AN UNCERTIFIED PR&C

If the PR&C has not been approved, the originator can make any necessary changes to the document. If the PR&C has been approved, only the approver can make changes. Once certified, changes cannot be made to the PR&C. An amendment will be required.

From the MAIN MENU (Screen 1.2), select:

- | | |
|------------------------------------|-------|
| 3 - FINANCIAL MANAGEMENT FUNCTIONS | Enter |
| 5 - FINANCIAL MANAGEMENT | Enter |
| 4 - REQUEST FOR GOODS AND SERVICES | Enter |
| 4 - GOVT ORDER PURCHASE REQUEST | Enter |

You will be at Screen 2.34.

Use F2/F3 to query the PR&C to be changed.

The originator may move to any field in the document including line items, make necessary changes, and press End to commit. The PR&C is now ready to be approved.

To change header information, the approver presses Ctrl-F1. Page Down twice to Screen 2.36.2. Press enter to move to QTY or AMOUNT field. Type the same values located in the PREVIOUS fields. Press Enter, then End to commit. Ctrl-F10 to return to menu. Select 4 - GOVERNMENT ORDER PURCHASE REQUEST. F2/F3 to query PR&C to be changed. Move to the field in the header screens to be changed. Make changes and press End to commit. F10 to return to menu. The PR&C is now ready to be approved.

To change line item information, the approver presses Ctrl-F1. Arrow Down to the line item to be changed and make necessary corrections. Page Down to Screen 2.36.2. Press enter to move to QTY or AMOUNT field. Change quantity or amount if necessary. If no changes to quantity or amount are needed, simply type the same values located in the PREVIOUS fields. Press Enter, then End to commit. Ctrl-F10 to return to menu. The PR&C is now ready to be approved.

VIEW GOVERNMENT ORDER PR&C STATUS

From the MAIN MENU (Screen 1.2), select:

3 - FINANCIAL MANAGEMENT FUNCTIONS	Enter
5 - FINANCIAL MANAGEMENT	Enter
4 - REQUEST FOR GOODS AND SERVICES	Enter
13 - VIEW PURCHASE REQUEST STATUS	Enter
7 - GOVERNMENT ORDERS	Enter

You will be at Screen 2.35.6.

Use F2/F3 to query the government order PR&C to be viewed.

For government orders requesting property, the SUPPLY OFFICER will sign within two business days after SUPV APPROVER. If not signed, contact CEHEC-ZP. If disapproved, press Ctrl-F1 to retrieve line items. Press Ctrl-F3 to view APPMS remarks. Take necessary corrective actions.

Certification should be accomplished within two business days after SUPPLY OFFICER has signed provided funds are available in the funding account. If funds are available, but the PR&C is not certified, contact the HECSA F&A certifier for information. If HECSA F&A Branch cannot certify, the entire approval process must be reversed before changes can be made to the PR&C. If funds are not available in the funding account, contact your Budget POC or Program Manager responsible for the account to obtain funding guidance.

PRINT GOVERNMENT ORDER PR&C

After certification, print the PR&C. It is the responsibility of originator, approver or

technical POC to mail the certified government order to the performing activity.

From the MAIN MENU (Screen 1.2), select:

3 - FINANCIAL MANAGEMENT FUNCTIONS	Enter
5 - FINANCIAL MANAGEMENT	Enter
4 - REQUEST FOR GOODS AND SERVICES	Enter
19 - PRINT PURCHASE REQUESTS	Enter

You will be at Screen 16.000.

Arrow down to highlight GOVERNMENT ORDER PURCHASE REQUEST. Press Enter.

You will be at Screen 2.34.7.

PURCHASE REQUEST NO.	Type the desired PR&C NO. Press F3 to execute query to retrieve.
SELECT	Type X, then Page Down.
PRINT / LIST	Type P, press Enter.
COPIES	Entered desired number of copies.
PRINTER	Press F4 and Arrow Down to highlight a printer. Press Enter to select.
DAYS TO RETAIN PRINT FILE	Press Enter.
OK TO PROCEED	Type Y and press Enter to generate print file of PR&C.

Enter PC's LPT port number for local printer (1, 2, 3) [1] >

Enter the port number of your local printer and press Enter.

After PR&C has printed: -- Press RETURN to return to SQL*Forms --

Press F10 twice to return to menu.

Upon receipt of the acceptance document from the performing activity, the obligation will be recorded in CEFMS by HECSA F&A Branch. Currently, as bills

are received against the government order obligation, HECSA F&A Branch will enter the bills and certify them for payment.

AMEND GOVERNMENT ORDER PR&C

Currently, an amendment to a government order cannot be prepared until the acceptance from the previous amendment is received from the performing activity and recorded as an obligation. Also, an amendment to withdraw funds from the performing activity cannot be prepared in CEFMS. It must be prepared and processed manually. Use the following steps to prepare an amendment to increase an obligated government order.

From the MAIN MENU (Screen 1.2), select:

3 - FINANCIAL MANAGEMENT FUNCTIONS

Enter

5 - FINANCIAL MANAGEMENT

Enter

4 - REQUEST FOR GOODS AND SERVICES

Enter

4 - GOVT ORDER PURCHASE REQUEST

Enter

You will be at Screen 2.34.

QUERIED/NEW AMENDMENT NO

Enter new amendment number. Press Enter.

AMEND DATE

Automatically populates. Press Enter.

Make changes to header information, if necessary. Press End to commit. Ctrl-F1 to retrieve line items. Arrow down to desired line item and make necessary changes. When changing QTY, UNIT PRICE or AMOUNT, enter the revised figures, not the increase/decrease. The increase/decrease will be calculated by the system after pressing Enter. Press End to commit. To add a new line item, press F9 from Screen 2.36 and follow procedures above under CREATE GOVERNMENT ORDER PR&C.